



## DEPARTMENT OF THE ARMY

U.S. ARMY MEDICAL COMMAND  
HEALTH CARE ACQUISITION ACTIVITY  
2050 WORTH ROAD, SUITE 37  
FORT SAM HOUSTON, TEXAS 78234-6037

REPLY TO  
ATTENTION OF

MCAA (715pp)

7 January 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Regarding Use and Approval of DD Form 2579,  
Small Business Coordination Record, Policy Letter 00-01  
(FAR 19.2)

1. A Small Business Coordination Record (DD Form 2579) is required in accordance with (IAW) Federal Acquisition Regulation (FAR) 19.2, Defense FAR Supplement (DFARS) 219.201(d)(9), and Army FAR Supplement (AFARS) 19.201. In addition to the regulatory guidance, the following policy applies to preparation and review of the DD Form 2579 (reference Enclosure 1 for a summary).

a. **Acquisitions valued greater than \$10,000 but not exceeding \$25,000** - A DD Form 2579 is required if the automatic set-aside for small business IAW 19.502-2 is dissolved. The Small and Disadvantaged Business Utilization (SADBU) Specialist appointed for the contracting office shall review and concur with the DD Form 2579 prior to solicitation issuance.

b. **Acquisitions valued greater than \$25,000 but not exceeding \$100,000** - A DD Form 2579 is required if the automatic set-aside for small business IAW 19.502-2 is dissolved. In accordance with AFARS 19.201(c)(9)(B), the SADBU Specialist appointed for the contracting office shall review and concur with the DD Form 2579 prior to solicitation issuance or synopsis (when a synopsis is required per FAR Part 5). A copy of each DD Form 2579 in this dollar range shall be provided upon the SADBU Specialist concurrence to the Associate Director Small and Disadvantaged Business Utilization (ADSADBU) and the Small Business Administration (SBA) Procurement Center Representative (PCR) for information purposes.

c. **Acquisitions valued greater than \$100,000** - A DD Form 2579 is required for ALL acquisitions expected to exceed the simplified acquisition threshold regardless of set-aside status. The SADBU Specialist shall review and concur with

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the DD Form 2579 and forward copies concurrently to the ADSADBU and the SBA PCR. The SBA PCR will review and concur with the DD Form 2579 or make an alternate recommendation. The ADSADBU retains a copy for information purposes only.

d. **Coordination with the ADSADBU** - The ADSADBU will be provided a copy of each DD Form 2579 that is sent to the SBA PCR. The SBA PCR recommendations, if different from the DD Form 2579, shall also be provided to the ADSADBU. Additionally, the ADSADBU shall be notified immediately of any appeals by the SBA PCR and shall coordinate on responses as appropriate. The ADSADBU should be involved as early in the appeals process as possible to facilitate a resolution and support the contracting office as necessary.

e. **Additional Information** - A bidder's list annotated as specified in AFARS 19.201(c)(9)(B) shall be provided with the DD Form 2579 for review. The contracting officer shall make market survey information available to the SADBUs Specialist, the ADSADBU, and the SBA PCR upon request.

2. You are reminded of the requirement to document procurement files when reservation of simplified acquisitions for exclusive small business participation is dissolved for requirements that do not exceed \$10,000. Standard forms and/or preprinted folders are acceptable for this purpose and can be approved by the contracting officer.

3. This policy supercedes Policy Letter 93-13 regarding use of DD Form 2579 and applies to all HCAA contracting offices. SADBUs specialists must coordinate with their respective PCR, or if one is not assigned, with the SBA district they are located in to determine if this level of coordination with them is appropriate. If different procedures are requested, the SADBUs Specialist shall document such and keep with his/her coordination records. The ADSADBU should be notified by e-mail if different procedures will be used for PCR coordination.

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4. For your information, comments submitted regarding this  
policy are addressed at Enclosure 2.

5. Our point of contact is Ms. Wendy Despres, U.S. Army  
Medical Command Health Care Acquisition Activity, DSN 471-7245,  
or e-mail to Wendy.Despres@cen.amedd.army.mil.

2 Encls

*for Linda V Smith*

PAUL G. MICHAELS  
Lieutenant Colonel, MS  
Principal Assistant Responsible  
for Contracting

# REVIEW AND APPROVAL OF THE DD FORM 2579

NOTE: All reviews and concurrences must be accomplished prior to synopsis and solicitation release.

\$ Value of Acq	DD Form 2579	SADBU Specialist	ADSADBU	SBA PCR
>\$10,000 but <=\$25,000	Required when SB set-aside is dissolved	Review and concur**	N/A*	N/A*
>\$25,000 but <=\$100,000	Required when SB set-aside is dissolved	Review and concur	Send a copy upon SADBU specialist concurrence (ADSADBU signature not required)	Send a copy upon SADBU specialist concurrence (PCR signature not required)
>\$100,000	Required for all including, 8(a) set-asides, NISH, and other set asides	Review and concur	Send a copy concurrent with request for PCR review (ADSADBU signature not required)	Review and concur or recommend an alternate course of action (PCR signature required)

\*Although the ADSADBU and the SBA do not require copies of the DD 2579 in such situation, the SADBU specialist is required to maintain a copy of each DD 2579 filed by control number which may be reviewed by the ADSADBU or the SBA PCR upon request.

\*\*Signature of SADBU specialist is required on each DD Form 2579.